

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director
Personnel/Administration

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Administrative Assistant I</i>	Posting Date: <i>July 26, 2023</i>	Serial No.: <i>118-23</i>
Department/Division: <i>Department of Treasury/ Tax Office</i>	Closing Date: <i>August 01, 2023</i>	Announcement No.: <i>118-23</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-09/\$16,467 - \$41,817p.a.</i>

General Description:

The incumbent of this position works under the direct supervision of the Chief of Compliance and the general direction of the management team. The incumbent of this position performs a variety of duties in accordance with the rules and regulations of the Tax Division

Key Duties and Responsibilities:

- Timekeeper for the division making sure everyone gets a bubble sheet and timesheets are turned in to Payroll on a timely manner.
- Manages correspondence and case logs.
- Assists in appropriate personnel actions and follow them through.
- Prepare correspondence and memorandum as directed by Tax Manager and Deputy.
- Responsible for ordering office supplies, inquiring about quotes on maintenance of office equipment, etc.
- Establish and maintain appropriate accounts for services rendered and follow up on accounts receivables.
- Prepares printing requests for ordering of the many forms Tax Office use in daily operations.
- Provide administrative support to Treasury's Personnel Administrator.
- Compose routine correspondence and receiving visitors and telephone callers.
- Provide customer service to all division staff responding to inquires for personnel, supplies and other materials needed for program operations.
- Prepare monthly cash reports.
- Performs administrative and office support activities for multiple supervisors.
- Duties may include fielding telephone calls, receiving and directing visitors.
- All other duties and responsibilities as assigned.

This is an Equal Employment Opportunity Employer

Knowledge, Skills, and Ability:


- Ability to word processing, creating spreadsheets and presentations, and filing.
- Extensive software skills, internet research abilities and strong communications skills.
- Microsoft Office programs; Word, Power Point, Excel, and WordPerfect.
- Standard office procedures, modern office equipment, including computer, copiers and fax machine.
- Principles and practices of accounts payable and receivable and payroll processing.
- Excellent typing skills.
- Understand, interpret, and apply general and specific administrative and department policies, procedures, and guidelines.
- Ability to speak and write fluently both in English and Samoan.
- Project a high standard of integrity honesty and high morals in representing Tax Office.

Academic and Experience Requirements:

- Applicant must have an associate degree from an accredited college or university plus four (4) years of work-related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources